

	DONATIONS/CONTRIBUTIONS AND SOLICITATION OF DONATIONS PHOENIX POLICE DEPARTMENT	Operations Order 3.6.03 Rev. 11/20 PAGE 1
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1. **CONTRIBUTION/SOLICITATION REVIEW COMMITTEE**

A. Definitions

(1) Donation/Contribution	• A gift of goods, services, or money to the Department and/or for the benefit of the community/City
(2) Sponsorship	• A contribution to the City conditioned upon some form of public recognition of the donor
(3) Soliciting Donations	• An approach and/or request made by Department employees or representatives for goods, services, or money

B. Documentation

- (1) All donations and solicitations of goods, services, or money, regardless of the value, will be documented on a memorandum and/or Community Service Donation/Contribution Record Form 80-310D as outlined in section 2.B or 3.D of this order.

EXCEPTIONS:

- Donations made by the Phoenix Police Foundation will follow the foundation's grant process submitted through the Office of Administration (OOA) liaison with the final approval determined by the executive assistant chief.
 - Donations made to the Phoenix Police Foundation on behalf of a critically injured/deceased employee or police service animal will follow the donations procedures as outlined in the Tactical Response Plan.
- (2) The memorandum and/or Community Service Donation/Contribution Record form will be forwarded to the Fiscal Management Bureau (FMB) administrator to be forwarded to the Contribution/Solicitation Review Committee as outlined in this order.
- (3) Any items valued at \$5,000 or more, all computer equipment, and all firearms obtained for use by the Department through solicitations or donations are required to have a City inventory number.
- All computer equipment must be compatible with current systems and approved by the Information Technology Bureau (ITB) prior to acceptance.
- (4) All checks need to be submitted to FMB to be deposited.

C. Contribution/Solicitation Review Committee Members

- FMB administrator or designee (chairperson)
- Patrol commander as appointed by the executive assistant chief
- Professional Standards Bureau (PSB) representative
- Community Engagement Bureau (CEB) representative

NOTE: A quorum of at least three is sufficient to conduct business and meetings will be scheduled by the committee chairperson as needed.

D. Contribution/Solicitation Review Committee - The committee's function is to:

- Review and approve solicitation/donation request memorandums for goods or services for the direct benefit of the community/City valued at \$500 or higher (see section 2 of this order for more information).
- Review all solicitations/contributions for Department use or for Department-sponsored events to ensure appropriate policies have been followed (see section 3 of this order for more information).
- Determine if a City Council Request (CCR) is necessary.

	DONATIONS/CONTRIBUTIONS AND SOLICITATION OF DONATIONS PHOENIX POLICE DEPARTMENT	Operations Order 3.6.03 Rev. 11/20 PAGE 2
---	--	---

2. COMMUNITY EVENT/COMMUNITY PROBLEM SOLVING

A. In the regular course of duties, officers or other members of the Department may need to obtain resources to solve a particular problem or to address a community need.

- (1) Whenever possible, community members will be encouraged to solicit donations on their own and will be advised not to rely solely on Department employees to obtain goods and services.
- (2) Employees may, as outlined in this order, solicit goods or services if the goods or services are for the direct benefit of the community and not for the sole or direct benefit of the Department or its employees (except as outlined in section 3.C. of this order).

B. Goods and Services for the Direct Benefit of the Community/City Value Limitations and Authorizations

AMOUNT	NOTIFICATIONS AND APPROVAL PROCEDURES
(1) \$100 and lower*	- Employees will notify their first-line supervisor of the need for donations prior to contacting citizens and/or businesses for soliciting their assistance. - Examples include: tools, equipment to be used in neighborhood clean-ups, and food for a community event involving citizens - The Community Service Donation/Contribution Record form must be approved and signed by the first-line supervisor. - The Community Service Donation/Contribution record form will be forwarded to the FMB administrator for retention as outlined in the City retention schedule.
(2) \$101 to \$499*	- The bureau/precinct commander/administrator will be notified and must approve the solicitation of goods or services prior to employee contact with the donor. - In the commander/administrator's absence, a lieutenant may approve the solicitation. * If this occurs, the commander/administrator will be notified on the next business day or as soon as practical. - The Community Service Donation/Contribution Record form will be forwarded to the FMB administrator for retention as outlined in the City retention schedule.
(3) \$500 and higher*	- Any donation or solicitation for goods or services valued at \$500 or higher requires prior review and approval by the Contribution/Solicitation Review Committee. NOTE: Donations or solicitations valued at \$8,600 or higher will be forwarded, with the committee's recommendation, to the Police Chief or designee for review and final approval. - A memorandum listing the following will be forwarded to the FMB administrator for review by the Contribution/Solicitation Review Committee: * Type and value of goods or services solicited or donated * Community/City need for such item/s * Benefit to the community/City * Name, address, and telephone number of contact person and/or donor - The Contribution/Solicitation Review Committee will route the reviewed (approved/denied) memorandum back to the requester. - The requester will attach the Community Service Donation/Contribution Record form to the approved memorandum and forward both documents to the FMB administrator for retention as outlined in the City retention schedule.
(4) Cash*	Donations of cash or any form of money will not be accepted; employees will refer individuals who desire to do this to the FMB administrator. EXCEPTION: Cash donations for bona fide charitable organizations as listed in 3.B.(1) of this order. Solicitation for money will require the Police Chief's prior approval and will be overseen by a precinct/bureau commander/administrator.

	DONATIONS/CONTRIBUTIONS AND SOLICITATION OF DONATIONS PHOENIX POLICE DEPARTMENT	Operations Order 3.6.03 Rev. 11/20 PAGE 3
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2. B. Goods and Services for the Direct Benefit of the Community/City Value Limitations and Authorizations (Continued)

AMOUNT	NOTIFICATIONS AND APPROVAL PROCEDURES
(5) Real Estate	• Donations of real estate require a memorandum to the Contribution/Solicitation Review Committee; this includes office space or other facilities for use on a temporary or long-term basis. • After acceptance by the City Council is obtained, a letter of recognition/appreciation will be mailed by the receiving bureau/precinct or Contribution/Solicitation Review Committee chairperson if appropriate.
(6) Facilities	• Meeting rooms or other facility amenities may be used by Department personnel without the notification process as long as the facility offering the use of the room, etc., does not specialize in the hospitality business. • If a facility specializes in hospitality (hotel meeting rooms, etc.), the established notification procedures based on the value of the service, as outlined in this order, will be followed.
* A letter of recognition/appreciation will be mailed by the receiving user/bureau/precinct or Contribution/Solicitation Review Committee chairperson if appropriate.	

3. **FUND-RAISING/SOLICITING OR DONATIONS FOR DEPARTMENT USE/A DEPARTMENT-SPONSORED EVENT**

- A. Soliciting/accepting goods, services, or donations (raffle items, door prizes, etc.) when the item would benefit or be received solely for personal use by Department members is prohibited.
- B. Soliciting/accepting goods, services, or donations for a Department-sponsored event when the item or the proceeds of such will go to a recognized non-profit organization (501(c)(3) tax exemption status) or an outside agency is permitted as outlined in this order.

EXAMPLE: Soliciting a business for a television set to be raffled off at a Department-sponsored event with the raffle proceeds being donated to a charitable organization.

- The following is a list of approved charitable organizations:

- * 100 Club of Arizona
- * Change for Phoenix Fund – Police Department
- * Phoenix Police Athletic Club
- * Phoenix Police Foundation
- * Phoenix Police Museum
- * Tuition Assistance to Police Survivors (TAPS)
- * Other bona fide Department approved organizations

- C. Soliciting/accepting goods, services, or donations when the item will be used for Department use (equipment for the Department's Special Assignment Unit, etc.) is permitted after proper approval is obtained as outlined in this order.

- D. Soliciting/Fund-Raising/Donation for Department Use or a Department-Sponsored Event Request/Approval Procedures

- (1) A written request via memorandum will be submitted by the bureau/precinct commander/administrator requesting approval for the fund-raising event and/or for specific items to be requested and/or accepted as donations, regardless of their value.

- (a) The memorandum will be forwarded to the FMB administrator for review by the Contribution/Solicitation Review Committee.

	DONATIONS/CONTRIBUTIONS AND SOLICITATION OF DONATIONS	Operations Order 3.6.03
	PHOENIX POLICE DEPARTMENT	Rev. 11/20 PAGE 4

3. D. (1) (b) The Contribution/Solicitation Review Committee will forward the request and the committee's recommendation to the Police Chief or designee for review and/or approval.
 - (c) The Contribution/Solicitation Review Committee will route the reviewed (approved/denied) memorandum back to the requester.
 - (d) If approved, the requester will resubmit the approved memorandum with a completed Community Service Donation/Contribution Record form to the FMB administrator for retention as outlined in the City retention schedule.
- (2) The same procedures will be followed for benefit activities with proceeds going to an outside third party (activity to aid ailing employees, surviving family members of deceased Department members, etc.).

4. **GIFT FUNDS**

A. Purpose

- (1) Established when the Department receives cash donations intended for a specific program or purpose.
- (2) Receipts and expenditures are accounted for separately from the Department's general fund.

B. Guidelines

- (1) All Department gift funds are processed through FMB.
- (2) In order to establish a new gift fund, a memorandum from the bureau/precinct commander/administrator must be received by FMB with the first donation.
 - (a) The memorandum will provide a name for the gift fund that is being established, a description of the purchases and/or payments that are expected to be made with the funds, and a designated manager of the fund.
 - (b) The memorandum will also include the expected total donations for the fund and the frequency of anticipated expenditures from the fund.
 - This will assist FMB with the initial creation of the fund.
- (3) FMB will provide the designated manager with an index number for the gift fund.
- (4) All requests to pay for expenditures from the gift fund will be in writing and will require the bureau/precinct commander/administrator's approval in order to be processed by FMB.
 - The request will include the name and index number of the gift fund.
 - All invoices or receipts should be attached for items to be paid or reimbursed from the gift fund.

5. **DONATING DEPARTMENT PROPERTY TO THE PHOENIX POLICE MUSEUM**

- A. The Phoenix Police Museum is dedicated to preserving the rich history of the Department and has the staff and capability to collect, store, preserve, and display items that are or will one day become artifacts that relate to the Department's history.
- B. Under no circumstances will Department property be removed for personal use and/or gain.

	DONATIONS/CONTRIBUTIONS AND SOLICITATION OF DONATIONS	Operations Order 3.6.03
	PHOENIX POLICE DEPARTMENT	Rev. 11/20 PAGE 5

5. C. The museum curator will determine when Department property is considered for removal from service and if the item/s would have any historical significance in the future.
 - (1) Supervisors will promote a vision in preserving the Department's history through the encouragement and support of requests for preservation of Department property for the museum.
 - (2) Items that may be considered for historic preservation include, but are not limited to the following:
 - Evidentiary items in prominent and significant criminal cases: for example, weapons involved in police shootings
 - Uniform and supply items that are being phased out (badges, radios, gun belts, etc.)
 - Documentary items: for example, strategic plans and policing plans)
 - Items such as furniture and computers
 - Any item that may be unique, or represent a time period or point of interest in Department history
 - (3) Employees are encouraged to contact the Phoenix Police Museum curator should they have questions about items of possible historical significance.
- D. The museum curator will identify and approve items for preservation and ensure the following procedures occur:
 - The employee will write a memorandum through the chain of command to the Community and Support Services Division assistant chief requesting approval to donate the item to the museum.
 - Upon approval, the memorandum will be returned to the employee, and the item may be released to the museum.
 - Before the item is released to the museum, City property should be taken off of the individual bureau's asset list.
 - Items from cleared investigative cases need to be released by the case detective.
 - The item will be stored in a safe place within the bureau/precinct for collection by museum staff.

Last Organizational Review: